



Lake County

JSEC Insider

Retention

In today's labor market, good employees are becoming a scarce commodity and are being competed for. If you have them, then keep them and reward them for staying with you. It's not only the pay that encourages performance and loyalty, it's also the value you place on your employees and how you show your appreciation. Here are some ideas for rewards other than money:

Flexible hours; **Health** screening programs; **Health** club memberships; **Free** daily planners/organizers; **Additional** time off; **Free** calling card minutes; **Dinner** at a nice restaurant; **Skill** development opportunities; **Lattes/espressos**; **Fruit** baskets; Tuition for a class at a community college; **Tickets** to a sporting event, a movie, or a concert; **Free** internet access for a month or longer; **Preventative** medical benefits; Employee **assistance** programs; **Weekend** getaways; **Trips**, additional vacation time; **Free** car wash; **Free** housecleaning; **Gift** certificates; **child** care certificate; Breakfast/Lunch with the **boss**.

The Book of Questions: Business Politics and Ethics by Gregory Stock, PH.D.

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If you hired a new employee and she refused to tell you some important confidential information about her previous employer, would you value her more or less?

From the Behavioral Interview Guide ~ Making the Right Match

The Employment Interview What Can I Ask?

Employers often view the hiring process as a minefield. You know there are certain questions you shouldn't ask, but you don't always know what those questions are. Here's a list from regulations adopted under the Montana Human Rights Act.

17 Do's and Don'ts

- (1) Don't ask anything that will reveal information about the applicant's race, color, national origin, religion, creed, physical or mental disability, age, sex, marital status, or, if you're a government employer, political beliefs.
- (2) If the position you have requires a distinction based on age, disability, marital status, or sex, keep your questions focused on the job qualifications.
- (3) Unless you're inquiring about a change of name for the purpose of checking employment or education records, don't ask about the applicant's original name. That information might reveal the person's ethnic background.
- (4) Don't ask where someone was born or whether he has ever been a citizen of a foreign Country. You may ask for his present address, previous address in the United States, and length of residency in a particular city, county, or state.
- (5) If age is a qualification for the job, you may ask the applicant for proof of age.
- (6) Don't ask about skin color, hair color, or eye color. Don't require a photograph or ask for one on an application form.
- (7) Don't ask about military experience outside the U.S. armed forces.
- (8) Don't ask about criminal arrests. You may ask about criminal convictions.
- (9) Don't ask applicants about their native language or the manner in which a foreign language was acquired. You may ask whether they speak foreign languages and about the degree of fluency if it pertains to the job.
- (10) Don't ask about membership in organizations, the names of which might indicate race, color, national origin, and so on. If you're a government employer, you shouldn't ask about organizations whose names would indicate political beliefs.
- (11) Don't ask about relatives' names.
- (12) Don't ask about a garnishment record.
- (13) Don't ask applicants about their physical or mental condition.
- (14) Don't ask a female applicant about her plans for pregnancy or childbearing.
- (15) Never ask a female applicant about her child-care arrangements unless you asked males as well. (We say, just don't ask!)
- (16) Don't ask about citizenship.
- (17) Don't inquire about an applicant's height or weight.



Lake County Job Service Workforce Center
PO Box 970
417 B Main Street
Polson, MT 59860

New 5-in-1 Posters Now available!

Mark Willmarth “Attracting, Retaining AND Engaging our Talent”

October 30, 2006

Time: Registration 7:30, Presentation 8:00 am - 11:30 am

Location: Best Western KwataqNuk Resort, 303 Hwy 93, Polson

Attraction ~ The effort by an employer to hire talented workers in the right position who have both the potency and capacity to meet business objectives.

Retention ~ The effort by an employer to keep desirable workers in order to meet business objectives.

Engagement ~ Bringing discretionary effort to work, in the form of extra time, brain power and energy. Because of disengagement, the US economy is running at 30% efficiency.

Sponsored by The Lake County Employers' Committee (JSEC).

Call today to reserve your seat, space is limited! Patti Patterson 406.883.7883 or Todd Erickson 406.883.7885

Michael Josephson,
Josephson Institute of Ethics:

4 Maxims of Management:

1. Suitability is more important than capability
2. Hire for intelligence and character, train for skills
3. Don't keep an employee you wouldn't rehire
4. What you allow, you encourage

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Mike Shoquist, Job Service Manager



To keep current on Wage & Hour laws; new available resources, new employer information, upcoming Work Shops; previous Newsletters: visit our website: employlakecounty.com or call Todd Erickson, Business Advocate @ 406.883.7885 email: toerickson@mt.gov New hours: Monday-Friday 9:00-2:30